



DEPARTMENT OF VETERANS AFFAIRS
DELEGATED EXAMINING UNIT
Greater Los Angeles Healthcare System
11301 Wilshire Boulevard
Los Angeles, CA 90073

In Reply refer to: 691/05DEU
Tel: (310) 268-4150
Fax: (310) 268-4929

EXAMINING ANNOUNCEMENT: **VA-1-SR-21**
OPEN UNTIL FURTHER NOTICE
NO WRITTEN TEST REQUIRED
GS-636-4/5/6/7

OPPORTUNITIES FOR EMPLOYMENT

AS A

REHABILITATION THERAPY

OCCUPATIONAL/PHYSICAL THERAPY TECHNICIAN

WITH THE

DEPARTMENT OF VETERANS AFFAIRS

“America is # 1—Thanks to our Veterans”

WHERE THE JOBS ARE LOCATED: Most of the positions will be at the Department of Veterans Affairs Medical Centers and Clinics located in Northern and Southern California and Nevada, and some positions may be located in Hawaii, Guam and Samoa.

DESCRIPTION OF WORK: Occupational and physical therapy assistants treat, instruct, or work with patients in carrying out activities directed to their physical or mental rehabilitation. Typical duties include: (1) giving instruction to patients and attending to their needs during treatment; (2) making observations of progress and behavior and reporting this information; and (3) providing encouragement to patients receiving treatment. Occupational and physical therapy assistants perform supportive work for Occupational and Physical Therapists. The work requires the ability to apply a practical knowledge of the concepts, principles, and practices of the specialized therapy.

DEFINITION OF OPTIONS

OCCUPATIONAL THERAPY: Provides restorative and maintenance therapy that ensures maximum practicable development of patient's functional skills. The Occupational Therapy Assistant aids the Occupational Therapist in planning and implementing complex treatment programs and applies occupational therapy procedures to patients. This option applies to positions that involve the use of a vocation or creative activities such as art, weaving, leather work and the activities of daily living to achieve such objectives as providing specific exercise to patients having physical disabilities; (2) teaching patients self-care in eating, dressing and shaving, in order to live in the community; and (3) relieving tensions and aggressive feelings of hyperactive patients.

PHYSICAL THERAPY: Provides services that promote the prevention, remediation, and rehabilitation of acute and chronic physical dysfunction. The Physical Therapy Assistant participates in planning and implementing complex treatment programs and applies physical therapy procedures to patients. This option applies to positions that involve the use of light, heat, cold, water, electricity, massage, and therapeutic exercise to treat physical disabilities, injury, and disease.

EXPERIENCE REQUIREMENTS:

Basic Requirement:

Occupational Therapy: Successful completion of a 2-year degree in an accredited community college, junior college, college, or university in a program in occupational therapy approved by the American Occupational Therapy Association.

Physical Therapy: Successful completion of a 2-year degree in an accredited community college, junior college, college, or university in a program in physical therapy approved by the American Physical Therapy Association.

GS-4 Grade Level – must meet basic requirements.

GS-5 Grade Level – in addition to meeting the basic requirements, must have 6 months of experience in either occupational or physical therapy, depending on the position being applied for, equivalent to the GS-4 grade level.

GS-6 and Above – in addition to meeting the basic requirements, must have 1 year of experience equivalent to the next lower grade in the Federal Service in either occupational or physical therapy, depending on the position being applied for, which includes the full range of duties and demonstrates the potential to perform the duties independently.

TERMS OF ELIGIBILITY: Candidates will receive employment consideration for 12 months from the date of the eligibility letter. Eligibility may be extended for an additional 12 month period by submitting updated qualifications information after 10 months of eligibility.

EQUAL EMPLOYMENT OPPORTUNITY: All candidates for Federal employment receive consideration without regard to race, religion, color, sex, national origin, political affiliation, age (with statutory exceptions) or any other non-merit factor.

HOW TO APPLY: Submit the following forms:

It remains the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The Veterans Administration assumes no responsibility for the late delivery of applications (i.e., postal service delays, computer system or fax machine is down at the sending or receiving location, etc.)

APPLICATIONS MAILED IN GOVERNMENT FRANKED ENVELOPES WILL NOT BE ACCEPTED FOR EMPLOYMENT CONSIDERATION. FAXES RECEIVED FROM FEDERAL GOVERNMENT AGENCIES WILL NOT BE ACCEPTED.

1. Optional Form 306 **plus** either the Optional Form 612 or resume or any other written format. For resumes the following information must be included. Please give the name and address of your employer(s), give the dates (starting and ending month/year) you were employed, the average number of hours worked per week and describe the duties you performed. Be sure to include all of your experience and related experience, including time spent in the Armed Forces and any other work experience. Be sure to show the lowest salary or grade level acceptable.
2. **Provide beginning and ending dates of employment and the average number of hours worked per week for each position listed on your application or resume.**
3. **Applicants must provide their Social Security Number in order to have their application package accepted.**
4. **A copy of your college transcripts must be submitted.**
5. If you are applying for Veterans Preference, submit a copy of your DD 214. If applying for 10 Point Veterans Preference, submit a Standard Form 15 with appropriate proof dated within the last 12 months.

(VETERANS PREFERENCE)

- *During the period December 7, 1941 to July 1, 1955.*
- *For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976.*
- *Operation Joint Endeavor in Bosnia from November 20, 1995 to December 20, 1996.*
- *Operation Joint Guard from December 20, 1996 to: (To Be Determined). The Secretary of each military department must decide which members are eligible.*
- *During the Gulf War from August 2, 1990 through January 2, 1992 (who is otherwise eligible and who served on active duty during this period regardless of where the person served or for how long). Otherwise eligible means that the person must have been released from the Service under honorable conditions and must have served a minimum of two years on active duty, or if a Reservist, must have served the full period for which called to active duty.*
- *In a campaign or expedition for which a campaign medal has been authorized, including El Salvador, Grenada, Haiti, Lebanon, Panama, Somalia, Southwest Asia and Bosnia.*
- *Medal holders and Gulf War veterans who enlisted after September 7, 1980, or entered on active duty on or after October 14, 1982, must have served continuously for 24 months or the full period called or ordered to active duty. The service requirement does not apply to veterans with compensable service-connected disabilities, or to veterans separated for disability in the line of duty, or for hardship.*

6. If you are currently a Department of Veterans Affairs employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation you may be entitled to special priority selection under the Department of Veterans Affairs' Agency Career Transition Assistance Program (ACTAP). To receive this priority consideration you must:

- A. Be a current Department of Veterans Affairs career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and the date of the RIF separation has not passed and you are still on the rolls of Department of Veterans Affairs. You must submit a copy of the RIF separation notice or CES along with your application upon request.
- B. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
- C. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
- D. Be currently employed by Department of Veterans Affairs in the same commuting area of the position for which you are requesting priority consideration.
- E. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
- F. Be rated well-qualified for the position. ACTAP candidates attaining an eligibility rating for this position of 80.0 or above (not including veterans preference points) will be considered "well-qualified."

7. If you are a displaced Federal employee you may be entitled to receive special priority selection under the Interagency Career Transition Program (ICTAP). To receive this priority consideration you must:

A. Be a displaced Federal employee. The following categories of candidates are considered displaced employees. You **must** submit a copy of the appropriate documentation such as RIF separation letter, letter from OPM or your agency documenting your priority consideration status with your application package.

1. Current or former career or career conditional (tenure group I or II) competitive service employee who:

- a. Received a RIF separation notice, or
- b. Separated because of compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
- c. Retired with a disability and whose disability annuity has been or is being terminated.
- d. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF", or
- e. Retirement under the discontinued service retirement option; or
- f. Was separated because he/she declined a transfer or function or directed reassignment to another commuting area.

2. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of the title 5 United States Code; or

B. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.

C. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).

D. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.

E. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).

F. Be rated well-qualified you must earn the cut-off of 80.0 (prior to the assignment of veterans preference points) which distinguishes well qualified candidates from minimally qualified candidates on the rating criteria developed for the position

8. Listed below are tasks which are commonly performed by Occupational and Physical Therapy Technicians. Please circle the letter corresponding to those tasks you have performed on your own (you may list those tasks on a separate sheet of paper.)

- A. Assemble and lay out materials for wood working, leather craft or other projects.
- B. Setting up and adjusting therapeutic equipment.
- C. Explain the treatment to the patient.
- D. Administering hydrotherapy treatments which include baths and hot and cold packs.
- E. Performing massage therapy.
- F. Operate lifting devices.
- G. Assess patient's productivity, ability, attitude, attention span and sociability in relation to the objectives of the treatment plan.
- H. Observing patients for changes in attitude, behavior, or physical condition.
- I. Assigning and advancing individual patients to selected phases of treatment activities according to their need.
- J. Explaining the treatment activity to patients and guiding them in the techniques to be used, while trying to motivate and stimulate their interest and participation.
- K. Directing and helping patients to work simple projects.
- L. Administer a variety of physical therapy such as ultraviolet, infrared, and massage therapy.
- M. Developing progressive types of treatment for each patient.
- N. Adapt treatment activities to meet the patient's needs.
- O. Plan, conduct and teach patients with physical disabilities daily living skills such as use of proper eating utensils, personal hygiene, and dressing themselves.
- P. Working with patients in a variety of trial assignments to explore potential abilities, work tolerances, attention span, and reaction to participation.
- Q. Administer a full range of physical therapy such as light, water, heat, cold, electricity transfer procedures and therapeutic exercise.
- R. Performing and carrying out highly specialized and diversified treatment for patients whose physical and/or mental condition requires the application of standard and non-standard treatment procedures and approaches.
- S. Change or modify treatment procedures as deemed necessary to accommodate the patient's emotional needs or physical abilities.
- T. Observe, assess and report on progress and/or completion of treatment for patients.
- U. Independently make changes in the patient's treatment plan.

9. Indicate your geographic preference by either circling the number corresponding to the locality where you will accept employment or write the number on the front of your application package.

- 1. Downtown Los Angeles
- 2. West Los Angeles/Santa Monica Area
- 3. Long Beach/San Pedro Area
- 4. San Fernando Valley Area/Sepulveda
- 5. San Diego Area
- 6. Santa Barbara Area

7. Loma Linda/Riverside/San Bernardino Area
8. Southern Nevada (Las Vegas)
9. Bakersfield
10. Fresno
11. Los Banos
12. Auburn
13. Reno
14. Eureka
15. Redwood City
16. Rohnert Park
17. San Francisco
18. Santa Rosa
19. Benicia
20. Berkeley
21. Chico
22. Concord
23. Martinez
24. Oakland
25. Pleasant Hill
26. Travis Air Force Base in Fairfield
27. Redding
28. Sacramento
29. Vallejo
30. Livermore
31. Menlo Park
32. Hawaii
33. Guam
34. Samoa
35. Modesto
36. Monterey
37. Palo Alto
38. San Jose
39. Santa Cruz
40. Stockton

10. Indicate the hours and type of appointment you will accept by either circling the number corresponding to your availability or write your type of appointment availability on the front of your application package.

1. Full-time employment
2. Part-time employment 25 to 32 hours per week
3. Part-time employment 17 to 24 hours per week
4. Part-time employment 16 or less hours per week
5. Shift work
6. Intermittent
7. Temporary employment lasting 5 to 12 months.

8. Temporary employment lasting 1 to 4 months.
9. Temporary employment lasting less than 1 month.

WHERE TO OBTAIN FORMS: A copy of this announcement and the forms required to apply may be obtained from the following address:

DELEGATED EXAMINING UNIT (05/DEU)
VA Greater Los Angeles Healthcare System
11301 Wilshire Blvd.
Bldg. 258, Room 128
Los Angeles, CA 90073
(310) 268-4150
(310) 268-4929 FAX

WHERE TO FILE: Submit the completed application forms to the above address. Incomplete forms will delay eligibility. Applications mailed in government franked envelopes or faxes received from federal government agencies **will not be accepted** for employment consideration.

SALARY INFORMATION: For information regarding salary rates, please contact the Delegated Examining Unit.

UNITED STATES CITIZENSHIP REQUIRED

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER